



The Museum of Science and Industry
**GUIDANCE NOTES FOR COMPLETING THE
APPLICATION FORM**

The application form enclosed plays an important part in selecting you for interview here at the Museum. The completed form is the only basis for considering your initial suitability for the post. **CVs will not be accepted, nor will application forms which state 'see CV'**. The following information should help you to complete your application form as effectively as possible.

First of all please take the time to read the information at the top of the form which indicates that black ink, ballpoint pen or typescript should be used for completing the form.

Thereafter please state which position it is you are applying for and where you saw the post advertised.

PERSONAL DETAILS

This is basic information about yourself so that we can contact you and it will not be used as part of the short-listing process. Should we need to contact you by telephone at your present employer we will make sure that we are discreet.

Please circle either yes or no if you require a work permit to work in the UK, advising in the next column along if you have one at present.

Please give details of any convictions you may have had. This section **must** be completed.

EQUAL OPPORTUNITIES

This section of the form is for monitoring purposes and will be treated as strictly confidential. This page along with the Personal Details page will be kept separate from your application for short listing purposes.

PRESENT OR MOST RECENT EMPLOYMENT

Please provide basic details of your present employment with an out line of the top 5 priority duties and responsibilities of the post. You should mention if you have worked on secondment for another department/organisation whilst employed.

PREVIOUS EMPLOYMENT

Please provide basic details of your employment history, stating the most recent first. A complete outline of your previous work experience and other responsibilities may indicate if you have the suitable skills to fill the post, even if your current position is not directly relevant. Please fill in to the best of your

ability start and leave dates in the 'from-to' column, your position held and employer details, a brief description of main duties and your reason for leaving.

THE JOB DESCRIPTION

Please look carefully at the job description: this document lists the duties and responsibilities of the post and will help you to understand the nature of the job. Provide evidence of how your knowledge, skills, experience and qualifications meet the necessary requirements of the job. The job description also lists knowledge, skills, experience and qualifications that are necessary for the job. You may wish to use additional sheets if required, and the information will be accepted if it is word-processed, for your convenience.

EDUCATION AND QUALIFICATIONS

Give details of your qualifications and achievements at school, college and or university which may contribute to your ability to do the job for which you have applied including the level, grade awarded and date issued. For example:

- If the knowledge, skills, experience and qualifications section suggests that candidates need to be numerate, then specify what mathematical qualifications you may have passed, such as: CSE, O'Level and GCSE.

Membership of Professional Body or Institution

Please provide details of any membership of professional bodies and/or institution to which you currently subscribe, detailing what grade/level you are currently at and the date the information was issued, if applicable.

Relevant Training Received

Please indicate any training you have undertaken since leaving full-time education. This may include:

- on the job skills training
- any seminars, training courses or study that may be relevant to your application
- other relevant training undertaken outside your paid employment

REFERENCES

We require two written references, suitable to the Museum's requirements, one of which must be from your present/most recent employer. Please note: references will only be sought when an offer of employment has been accepted.

DECLARATION

Check your application to ensure that you have completed every section. Sign and date the declaration at the bottom of the application form to confirm that the information within is true and correct to the best of your knowledge.